

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Change Order Request to Purchase Order No. 53384 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$5,521.96

☐ Work Session (Report Only) **DATE OF MEETING:** 9/28/10
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Budget & Purchasing

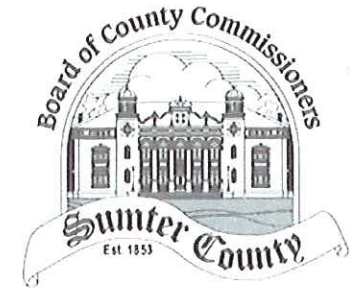
BUDGET IMPACT: \$5,521.96
☐ Annual **FUNDING SOURCE:** General
☐ Capital **EXPENDITURE ACCOUNT:** 001-100-519-3434
☐ N/A

HISTORY/FACTS/ISSUES:

The amount of \$7,054.00 will cover the remaining "September" costs for janitorial services, including a partial month of cleaning for The Villages Sumter County Service Center. This amount will finish out the 2009/2010 fiscal year, and the Purchase Order will be closed out.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 53384
 Vendor ABC Clean All, Inc.
 PO Amount \$156,776.00
 Net Change Amount (-/+) + 5,521.90

PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

\$7,054.00 will cover the remaining "September" costs for janitorial services, including a partial month of cleaning for The Villages Sumter County Service Center. This amount will finish out the 2009/2010 fiscal year, and the Purchase order will be closed out.

Signature/Approvals

[Signature]
 Department Head

Division Director

[Signature]
 Budget & Purchasing Dept.
9-21-10

Date

Date

Date

County Administrator

Date

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

February 12, 2010

☐ ABC Clean All, Inc
PO Box 705
Umatilla, FL 32784

☐ DATE _____

DEPT. Maintenance

BY _____

L

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Blanket Purchase Order					
001-100-519-3434		8	ABC Clean All is contracted to perform daily janitorial services The annual contract amount is \$245,244.00. The monthly cost is \$19,597.00 (this amount excludes the Villages Building Department and Solid Waste). Eight payments remain for this 09/10 fiscal year.	17,032.00	136,256.00
001-110-519-3434		8	Ag Center Cleaning \$1000.00 per Month	1,000.00	8,000.00
001-100-519-3434		8	Bushnell Library Janitorial Cleaning	690.00	5,520.00
		8	Wildwood Library Janitorial Cleaning	875.00	7,000.00
					156,776.00
TERMS:				TOTAL	

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL
EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.